

**Department of Veterans Affairs  
VACANCY ANNOUNCEMENT  
VA Central Office, Washington, DC 20420**

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<b>Announcement Number:</b>	OAMM-06-93A
<b>Position Title:</b>	Procurement Analyst
<b>Pay Plan, Series &amp; Grade:</b>	GS 1102 - 12/13
<b>Promotion Potential:</b>	GS-13
<b>Salary Range:</b>	\$65,048 - \$100,554 PA
<b>Number of vacancies:</b>	1
<b>Opening Date:</b>	9/20/2006 12:01:00 AM
<b>Closing Date:</b>	10/4/2006 5:00:00 PM
<b>Location:</b>	Department of Veterans Affairs, Central Office, Office of Acquisition & Materiel Management, Acquisition Program Management Division
<b>Duty Location:</b>	Washington, DC
<b>Area of consideration:</b>	VA Wide & Status Eligibles
<b>Point of contact:</b>	Muriel Miller 202-273-9729

***You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.***

**NOTE: YOU MAY SUBMIT YOUR APPLICATION AND KSAO PACKAGE VIA VA INTRANET BY USING <http://vaww.vairm.vaco.va.gov/Jobapp>**

**What are the major duties and responsibilities of the position?**

***"Personal copies of the position description will not be provided due to the number of positions that are posted. The duties described are the major duties and responsibilities of the position. "***

The incumbent is responsible for performing specific tasks and leading project teams in the accomplishment of acquisition oversight programs. The incumbent spends a significant portion of their time conducting site reviews both in Central Office and at field contracting activities. The employee also performs technical analysis of a variety of contractual documents and provides consultation service. Duties and responsibilities of the position are:

- Coordinates and participates in VA's Acquisition Performance Review Program Facilities meetings with appropriate offices and communicates finding as they relate to programs
- Assists in training other staff members participating in the site visit reviews
- Reviews acquisition documents submitted by VA contracting officers and prepares technical analysis memoranda or letters Provides timely and accurate advice to contracting officers

- Leads the project team to consensus and deals with issues that facilitate the team to closure on complex issues
- Reviews contracting officer statements and other evidence furnished and writes administrative determinations giving appropriate disposition for mistake-in-bid alleged by contractors
- Researches Comptroller General Procurement Decisions and acquisition regulations to establish an OA&MM position that is consistently timely and technically sound
- Prepares responses to Congressional, Presidential, private sector inquires and other written correspondence
- Ensures timely follow-up on documents through the completion and return to customers, as required
- Provides technically correct high quality and timely customer service
- Maintains supportive and open communication with all internal and external OA&MM customers
- Communications, both oral and written are clear, concise and unequivocal
- Interactions with staff are courteous and cooperative in nature; functions as a team member, helps group efforts and adjusts to change or work pressure in a pleasant manner

### **What qualifications are required?**

Basic Requirements for GS-5 through GS-12 Four-year course of study leading to a bachelor's degree with a major in any field; OR at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

- Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements.

- Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

- Basic Requirements for GS-13 and Above
- Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions.

- At least 1 year of that experience must have been specialized experience

at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

- And a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

- Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver.

- Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

Education may be substituted for specialized experience

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. This is important for all positions where education is substituted for specialized experience but especially important for positions with a positive education requirement. Applicants must report only attendance and/or degrees from schools accredited by institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html). All education claimed by applicants will be verified by the appointing agency.

**How is my application evaluated?**

Any substitution of education for experience will be made using OPM guidelines. If you meet the minimum qualification requirements your application will be further evaluated to determine the extent your work or related experience, education, training, awards, outside activities and supervisory appraisal (if requested) shows you have the knowledges, skills and abilities (KSAs) of the position. KSA statements must show clear, concise examples of level of accomplishment and the degree to which you possess the KSA. If you paraphrase the KSA without giving examples, you will not receive credit. The information provided is used to determine “best qualified” candidates either by a single evaluator or a rating panel.

### **What do I need to know before I apply for this position?**

This announcement is a solicitation for applications from current VA employees for competitive promotion consideration. It does not restrict the right to consider or select applicants from any other recruitment source such as:

- Reassignment
- Appointment
- Demotion
- Reinstatement
- Transfer
- Special appointing authorities – 30%+ disabled veteran, VEOA, Schedule A, and others

Some announced vacancies are not filled through the merit promotion plan.

### **VA CTAP candidates:**

Displaced or surplus employees in the local commuting area will receive special selection priority if determined “well qualified” for this position. To be considered candidates must be considered well qualified and able to perform the duties of the position without any additional training or coaching. This requires a comprehensive knowledge of Federal and VA Acquisition Regulations to conduct technical reviews; of cost and price analysis and subsequent audit functions; of costing techniques employed by the private sector; of mistake-in-bid. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Program to be offered special selection priority.

**Equal Employment Opportunity:** Actions to fill this position will not be based on discriminatory factors that are prohibited by law. All applicants will receive consideration without regard to non-merit reasons (race, sex, national origin, age, religion, handicap or any other non-merit factor).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed in the announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

### **What other information do I need to know?**

This information is important to know before you apply for the position:

- All qualification requirements must be met within 30 days of the closing date of the announcement.
- Applicants must meet time-in-grade requirements within 30 days of the closing date of the announcement.
- A one-year probationary period is required if you haven't previously completed one.
- Non-VA employees may be subject to drug testing.
- This position is excluded from the bargaining unit.
- This is a career (permanent) position with a full time tour of duty.
- Travel may be required.
- Relocation expenses are authorized.
- The position has no known promotion potential.
- Salary includes 17.50% locality pay adjustments for the Washington, DC – Baltimore, MD area.
- Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.
- More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of the issuance of the certificate.

### **How do I apply?**

To apply for this position you must submit all required forms by **5:00 pm (Eastern Time) on the closing date of the announcement.**

- The electronic application process requires that your application and KSA package be completed by that time.
- Electronic application packages cannot be accepted beyond the posted closing time.
- Postmarks are not acceptable.
- Application packages that are hand carried must be stamped in by the closing date and time.
- All applications and supplemental information must have your name and announcement number on each page.

**The following forms are required to complete your application package and you will not receive consideration if they are not included:**

An Optional Form (OF) 612, or Standard Form (SF) 171, Application for Federal Employment, resume containing data required by OF-612 or VA electronic resume format.

A copy of your most recent SF50, "Notification of Personnel Action" which shows your current title, series, grade, tenure and position occupied.

**The following forms should be included because they are essential for determining best qualified applicants and you may not receive full consideration for the position:**

A copy of your most recent performance appraisal.

VA Form 5-4676a, Employee Supplemental Qualifications Statement, describing possession of the rating factors, or bond paper addressing your possession of the rating factors. (electronic version may be submitted)

Application forms are available at <http://www.opm.gov/forms/index.htm> or <http://vaww.indianapolis.med.va.gov/hr/forms/index.htm>

### **What are the rating factors?**

The rating factors are the KSAs listed below. The rating factors package must be received by the closing date of the announcement. (See "How do I apply?")  
Postmarks are not acceptable.

- 1. Knowledge of Federal VA regulations, policies and procedures.
- 2. Ability to provide technical expertise and consultation in all areas of procurement.
- 3. Ability to analyze complex, unique and sensitive acquisition issues.
- 4. Ability to communicate effectively, both orally and in writing, with individuals at all organizational levels within and outside VA.

### **Where do I submit my application?**

Applicants must submit complete application packages as described.

**If you submit the electronic version of the application and KSA statement you may FAX the required information to complete the application package. Receipt of any other material (applications, KSA statements or material NOT associated with the electronic version) or documents related to application packages mailed, delivered or hand carried will not be accepted.**

- Applications may be sent via the VA Intranet at <http://vaww.vairm.vaco.va.gov/hrajobs/Report.asp>.
- You may FAX your supplemental material to 202-273-7047.
- You must include your name and announcement number on all materials.
- No applications will be accepted at this fax number.

- US mail send to:

Department of Veterans Affairs  
VA Central Office  
Central Office Human Resources Service (05HRS3)  
810 Vermont Avenue, NW  
Washington, DC 20420

- Courier service (FedEX, UPS, etc.) send to:

Department of Veterans Affairs  
Central Office Human Resources Service (05HRS3)  
Room 140/142  
810 Vermont Avenue, NW  
Washington, DC 20420

- Hand carry to:

VACO, Central Office Human Resources  
810 Vermont Avenue, NW  
Washington, DC 20420  
Room 140/142

**Continuing delays in delivery of mail by the US Postal Service may result in applications being received after the closing date. Applicants may want to consider alternative methods of delivery to insure receipt of their application by the closing date of the announcement.**

**If you slide your application package under the door of room 140/142 after 5:00pm on the closing date, your application is not on time and you will not receive consideration for the position. It is your responsibility to stamp the application to insure its receipt by 5:00 p.m on the closing date.**

All questions relating to this position must be directed to the HR specialist whose name and phone number appears at the beginning of the announcement.